

**HISTORIC DISTRICT COMMISSION  
MINUTES OF  
April 5, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on April 5, 2021, at 5:30 p.m virtually via Zoom. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at [www.Normanok.gov](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order.

**Item No. 1, being: Roll Call.**

MEMBERS PRESENT:	Mitch Baroff Shavonne Evans Tabor Halford Joan Koos Emily Wilkins Barrett Williamson Michael Zorba
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MEMBERS ABSENT:	Aaron Brooks Brent Swift
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A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II Tara Reynolds, Admin Tech III Jeanne Snider, Assistant City Attorney
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GUESTS:	Bryan Bloom Cory Baitz Cameron Brewer Ty McBride
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**Item No. 2, being: Approval of the Minutes from the March 1, 2021 Regular Meeting.**

**Motion** by Joan Koos for approval of the minutes from the March 1, 2021 Regular Meeting:

**Second** by Mitch Baroff.

***The motion was passed unanimously.***

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**Item No. 3, being: HD (21-04) Consideration of a Certificate of Appropriateness request for installation of solar panels for the property located at 428 Chautauqua Avenue.**

**Motion** by Tabor Halford to approve item #3; **Second** by Shavonne Evans.

Anais Starr presented the staff report.

The applicant's representative, Cory Baitz, discussed the reasons for the project:

- The applicant would like to install solar panels for environmental and sustainability, and to achieve 100% of needed energy from the panels.

Public comments were made by Cameron Brewer, 425 S Lahoma. Mr. Brewer is a neighbor of the applicant, and supports the installation of solar panels as submitted.

Commission comments and discussion consisted of:

- The Commission supports the installation of solar panels, but there is a preference for them to be out of the front sightline, and installed in the rear.
- There is discussion about the configuration of panels, 10 on the rear, and 6 being on the front. It is suggested they move more of the panels to the rear, or reduce the number of panels.
- The solar panels are a modern convenience, and do not permanently alter the structure.
- The Commission proposes to the applicant they move 3 of the front panels to the rear, and only install a straight line of 3 panels on the front, thus minimizing the amount of panels viewable from the front of the structure.

**Motion** to amend the previous motion to include the installation of 13 solar panels on the West (rear) side of the structure, and 3 on the East side (front) side of the structure in a single row of 3 panels by Joan Koos; **Second** by Michael Zorba. All approve the amended motion.

The vote was taken to approve or disapprove this item and the voting went as follows:

Mitch Baroff	Yes
Aaron Brooks	Absent
Shavonne Evans	Yes
Tabor Halford	No
Joan Koos	Yes
Brent Swift	Absent
Emily Wilkins	Yes
Barrett Williamson	No
Michael Zorba	Yes

***The motion was approved 5-2.***

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**Item No. 4, being: HD (21-05) Consideration of a the Certificate of Appropriateness request for the replacement of vinyl siding with reproduction wood siding and the replacement of vinyl windows with aluminum-clad wood windows on a non-original addition for the property located at 605 Okmulgee Street.**

**Motion** by Michael Zorba to approve item #4; **Second** by Joan Koos.

Anais Starr presented the staff report.

The applicant's representative, Ty McBride, discussed the reasons for the project:

- The homeowner would like to replace the siding & windows with materials and design consistent with the original house.

No public comment was made.

Commission comments and discussion consisted of:

- Some clarification questions were asked – they are not replacing any doors right now, and will come to the Commission again in the future for other requests.
- It is good to see someone putting original historic materials and design back onto a structure.

*The motion was passed unanimously.*

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**Item No. 5 being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since March 1, 2021 and consideration of six-month extension requests for expiring COAs.**

- 904 Miller – Code was changed, & they can now go before Board of Adjustment.
- 510 Shawnee - COA was issued 7/1/19 and work has not started.
- 720 W Boyd – Installation almost complete.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has not started.
- 536 Chautauqua – Garage work continues.
- 1320 Classen – Interior work continues, window re-opened on north side.
- 446 College – No update was given.
- 802 Classen – Applicant withdrew request.

6 month extension requests – None.

Administrative bypass:

- 808 Classen – shed.

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**Item No. 6, being: Discussion of progress report regarding the FY 2020-2021 CLG Projects.**

~~\$19,459~~ \$23,484 CLG total allocation, Revised after additional allocation  
\$150 \$150 NAPC Dues,  
~~\$2,500~~ \$325 Virtual Planning Conference attendance  
~~\$11,225~~ \$6,679 Production & printing-rev HD Guidelines, cost savings from using  
internal printing, allows for graphic consultant  
~~\$2409~~ \$6,000 Virtual Window repair workshop, Increased the # of  
registrants to 40, includes Commissioners and staff  
\$5,330 Coloring Book Project (educational, will highlight historic  
structures in Norman)  
**\$23,484 Total allocation**

The virtual window repair workshop is on hold until they receive payment.

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**Item No. 7, being: Discussion regarding the update of the Historic District Guidelines.**

There will be a new timeline for the adoption of the guidelines.

**Item No. 8, being: Miscellaneous comments of the Historic District Commission and city staff.**

None.

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**Item No. 9, being: Adjournment.**

The meeting adjourned at 6:52p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Emily Wilkins, Chair  
Historic District Commission